

CITY OF TILLAMOOK
City Hall, 210 Laurel Avenue
City Council Meeting Minutes
Monday, March 19, 2012

- I. **EXECUTIVE SESSION: Property Negotiation/Pending Litigation**
- II. **WORKSHOP: City Recorder & Council Relationship**
- III. **CALL TO ORDER**

Mayor Weber called to order the regular meeting of the Tillamook City Council at 7:00 p.m. on Monday, March 19, 2012 in City Hall at 210 Laurel Avenue in Tillamook, Oregon.

- IV. **PLEDGE OF ALLEGIANCE**
- V. **ROLL CALL**

City Recorder Donowho conducted a roll call. The following persons were **present**:

Mayor Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Cheryl Davy
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Staff Present:

Paul Wyntergreen, City Manager
David Mattison, City Planner
Abigail Donowho, City Recorder

- VI. **AGENDA**

The posted agenda for the meeting of March 19, 2012 is attached and by this reference is made a part of the record.

- VII. **ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED (Copies attached)**

- a) Special A/P Batch 3/19/12 (Exhibit A)
- b) Compliance Protocol Memo from City Manager Wyntergreen (Exhibit B)
- c) Council Meeting Minutes for Monday, March 5, 2012 (Exhibit C)
- d) Landfill Survey from 1948-2010 from Lee Walker, City Sanitary Service (Exhibit D)

- VIII. **MINUTES**

Council minutes for March 5, 2012, were distributed via email and included as a hard copy exhibit for this meeting. **Councilor Forster moved to approve the minutes for March 5, 2012 as submitted. Councilor Davy seconded. The minutes were approved as submitted to the Council unanimously.**

- IX. **CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items: None**

X. NEW BUSINESS

- a) **LDW Enterprises, LLC dba City Sanitary Service Annual Report** – Lee Walker of City Sanitary Service at 2311 Eleventh Street in Tillamook presented a request to the Council to approve a rate increase for May 1, 2012. The annual report submitted outlined the revenues and expenditures of LDW Enterprises, including a 20-year analysis that showed 30-35% of revenues going toward landfill and transfer station costs. Walker explained the annual report in detail, noting the areas where customer base declined or rates increased. The Council and Walker discussed many topics including DEQ requirements and the effect on prices, fuel costs, insurance premiums, and recycling options. **Councilor Forster moved to approve the 3% rate increase on May 1, 2012 for LDW Enterprises, Inc., dba City Sanitary Service, for the City of Tillamook. Councilor Sandusky seconded. The motion passed unanimously by Council seated.**
- b) **Tillamook County Solid Waste Management Plan** – Jennifer Purcell, Coordinator of the Solid Waste Management Program for Tillamook County at 503 Marolf Loop in Tillamook submitted a memo from the February 15, 2012 meeting of City Administrators with a list of questions regarding the Solid Waste Management Plan. **City Manager Wyntergreen** clarified that Purcell is looking for direction from the Council for the City's portion of the plan. **Purcell** noted the Solid Waste Management Plan has been in the update process for the last 6 months. She discussed the costs associated with the project—current and future. The topic of recycling was covered, noting that Tillamook is one of only two cities in the state with a population over 4000 that has an alternate plan for recycling in order to keep from initiating curbside pickup of recyclables. After a question for Councilor Forster regarding a timeline, **Purcell** clarified that this information is needed as soon as possible. A workshop will be held at the April 2, 2012 meeting in order to fully answer the questions posed in the planning process. **Purcell** will attend the workshop.
- c) **Discussion of Changes to Street Tree Ordinance**—**City Manager Wyntergreen** noted a draft ordinance in the packets that is not intended for adoption, just to show the new ideas of changing the Street Tree Ordinance to include park trees and to delegate tree items to the Beautification Committee. He proposed that the "Tree Committee" be dissolved, minimizing the number of committees while staying within the Tree City USA guidelines for participation. Some Committee members could transfer to the Beautification Committee. This change would streamline the process for recommendations, permits, and administrative review for plantings, including a one-for-one (1/1) tree removal and re-planting rule. **Mayor Weber** asked for a copy of the penalties relating to the nuisance provisions. **Wyntergreen** will add that information for the next discussion time. **Councilor Sandusky** noted this is good work. **Mayor Weber** asked where the tree list came from. **Planner Mattison** noted that originally the Tillamook PUD and Dept of Forestry recommended these trees. **Councilor Henson** and **Forster** discussed the number of trees on the list and the uniformity of the downtown square. **Mattison** noted that the list for downtown is only 3 trees. **Councilor Martin** asked about care for the trees and was assured the business owners would care for them. **Councilor Henson** reiterated the ordinance enforcement issues which **Wyntergreen** assured him are in the process of being addressed. The Council reached a consensus to bring the ordinance amendment forward at the next meeting.

XI. PENDING BUSINESS

- a) **Potential TRT Changes**—**City Manager Wyntergreen** explained that the TRT fund distribution proposal has been worked on with Chief Wright and Chamber Director Aufdermauer to be in compliance with State law. **Chamber Director Aufdermauer** of the Tillamook Area Chamber of Commerce at 3705 Highway 101 North presented a proposed amendment to increase the tourism promotion, citing promotion figures from Florence to Astoria. Tillamook's current tourism promotion numbers are low in comparison—the lowest by 10% of total TRT in the State. **Aufdermauer** noted that promotion it isn't about competing with other cities, it is about working with them. The tourism industry is huge and the Chamber can market and promote Tillamook as they have the time to build relationships with other cities and industries. **Aufdermauer** read a letter from Jessica (Pastega) Bush supporting the Chamber's proposal for the TRT fund increase. Lengthy discussion regarding the distribution of the proposed funding and how it would be tracked followed. **Jennifer Purcell**, Chamber Board President thanked the Council for the opportunity to have a dialogue regarding the proposed increase. She discussed the positive impact of using the Chamber to promote Tillamook, that there is effectiveness about where the dollars are spent. This has been evident in the Chamber's Visitors Guide--the distribution is significant and highlights the activities in Tillamook in order to draw people to the area instead of being a pass

through town. Purcell reiterated that all of the TRT funds would solely be for promotion and advertising as outlined by statute. This is an important partnership. **Mayor Weber** asked what the Council for direction—**Councilor Davy** noted they needed more time to digest the information, it's possible that they need to share the money or explore in a workshop. **Councilor Sandusky** said that after understanding the restrictions on the TRT dollars it is important to note that the City is not an advertising agency and it's best to try something new like the promotion by the Chamber. **Councilor Martin** expressed concern that the Chamber was asking for money from the City, not the County. **Wyntergreen** noted there is some movement toward a county-wide room tax. The Council majority ruled to have the Finance Committee look at the law again. **Councilor Henson** asked that Aufdermauer, Chief Wright, and Wyntergreen attend the Finance Committee meeting. **Councilor Harris** thanked the Finance Committee, Aufdermauer, Chief Wright, and Wyntergreen for the work done on this item.

- b) **Further Discussion of Centerpiece Plan**—City Manager Wyntergreen presented the newest draft of the “centerpiece” plan. **Planner Mattison** asked that the Council look at the “Heritage Recreation Areas” as outlined on the draft plan for the centerpiece park area as it is broken into several different areas. He noted the dog park at Blue Heron is supported by the Planning Commission. **Mattison** outlined different phases of the project, designating some as “phase B” due to wetlands mitigation that will have to take place in order to follow through with the plans in progress. **Councilor Henson** asked about the City having any property in the land bank for mitigation. (The City does not at this time.) **Wyntergreen** noted that the green strips may be provided by a landscape company. The Council reached a consensus that the park is moving in the right direction. **Councilor Forster** would like to see a soccer field. **Councilor Henson** noted that the ball fields would be great, but the City Council can't do it alone. **Councilor Forster** also stated he'd like to see a cohesive naming convention.
- c) **Interpretation of PUD Denial Motion**—City Manager Wyntergreen stated that a recent discussion with PUD would present an alternative to their presentation last fall. The denial motion was for the *specific* route as presented. **Wyntergreen** wants to know if PUD was informed correctly. **Councilor Martin** suggested using PUD's line movement as a bargaining chip for help in developing the parks. **Councilor Sandusky** clarified that Wyntergreen did give PUD the correct information. **Councilor Forster** recalled that his motion (last September) was to keep the power lines out of the Hoquarton area. He shared that he was in the recent meeting regarding PUD's Front Street proposal and stated that as long as PUD does what they can to have the least impact on neighboring property he is supportive. **Councilor Henson** noted the Council will face PUD's presentations to infinity. **Mayor Weber** stated that PUD has eliminated many of the options—and is bringing only one forward for presentation this time. The new proposal will impact the neighbors and needs to be minimized. **Councilor Forster** wants to see an agreement from PUD to minimize the impact. The Council reached a consensus for a workshop on April 16, 2012 for PUD to present their proposal.
- d) **Set Budget Schedule**—City Manager Wyntergreen proposed the first meeting May 1st, 8th, and 15th, with the hearing on June 4th and adoption on June 18th. **Councilor Sandusky** moved to accept the Budget Committee meetings on May 1st, 8th, and 15th, with the Council Budget Hearing on June 4, 2012, and adoption on June 18, 2012. **Councilor Harris** seconded. Motion passed unanimously by Council seated.
- e) **RFQ for City Attorney Discussion**—City Manager Wyntergreen brought the question from the Personnel Committee regarding an RFQ for the City Attorney. There is currently an annual contract in place with the option for renewal. Discussion regarding the prior year's RFQ process, the current working relationship with the City Attorney, and the practicality of the process at this time followed. **Councilor Davy** stated that with everything going on this year, it would be prudent to renew the current contract and move forward. **Councilor Henson** moved to extend City Attorney Putman's contract for another year. **Councilor Sandusky** seconded the motion. The motion passed unanimously by Council seated.
- f) **Fiscal Year 2010-2011 Audit Discussion**—City Manager Wyntergreen briefly went over the audit for the Council. In the overview management letter the internal controls were noted, but will almost always be in the report because our city is small. He stated that if the Council has any further questions regarding the audit, please ask him or City Treasurer Donowho.
- g) **Flower Basket Proposal Decision** – A verbal recommendation from the Beautification Committee was that the award be given to Rieger's Nursery. However, they thought the excess 14 baskets should be awarded to Hidden

Acres in order to compare the quality for the future. The advertisement for the bid precluded such a split of the job. **Councilor Sandusky moved to award the basket bid to Rieger's Nursery. Councilor Martin seconded. The motion passed unanimously by Council seated. Mayor Weber** noted that there are four big pots in front of City Hall and the Transit Center that could be used for Hidden Acres to showcase their work.

XII. LEGISLATIVE

- a) **Resolution #1600—Surplus of City Shops to Adventist Health Hospital—City Manager Wyntergreen** noted that the resolution will allow for sale of City Shops property. **Councilor Forster moved to approve resolution #1600 the Surplus of City Shops to Adventist Health Hospital. Councilor Martin seconded. The motion passed unanimously by Council seated.**

XIII. COUNCIL CONCERNS

- a) **Councilor Forster** noted in the minutes from March 5th that the Oregon Coast Scenic Railroad was asking for money from the City to help fund the railroad. Funds are available from two line items for the donation. **Councilor Sandusky** noted TURA's involvement. **Councilor Forster** asked for the item to be on the next agenda.

He also noted that the Y-intersection at Third Street is dangerous as trucks and cars consistently cut the corner when turning. He would like the Public Works Committee to address painting better lines. **Councilor Harris** noted the Public Safety Committee might also be addressed.

XIV. MONTHLY REPORTS

- a) **City Recorder—City Recorder Donowho** referred to the report submitted with the Council packet.
- b) **Mayor—Mayor Weber** attended the yearly COLPAC Committee and will supply data soon. The Tourism Symposium was a success with over 70 people from the State, Tillamook Area Chamber, in addition to herself and City Manager Wyntergreen presenting information. It was a good first step in promoting Tillamook County. She spent most days in court, and went to meetings with PUD, the Beautification and Personnel Committees. The Community Tsunami rally was very impressive—over 250 people and citizens from wards 1 & 2. She reminded everyone to file the Statement of Economic Interest with the State. Tillamook received the annual Tree City Designation, more information to come toward Arbor Day. The Beach Clean up with SOLV for spring is March 31st. The **Mayor** read a letter received in the mail from Ike's Food and Cocktails in Minnetonka, Minnesota. Owner Chip Isaacson traveled through Oregon and was impressed by the hospitality in Tillamook. A warm welcome was received and he wanted us to know that they will put the same positive practices into play in Minnesota.

XV. COMMITTEE REPORTS

- a) **Urban Renewal Agency—Councilor Sandusky** noted the Agency met last Tuesday, where discussion and decision making about changing the boundaries ensued. TURA is currently working with the owners of the Rendezvous building and Tillamook Apartments for painting.
- b) **Associations Committee—Councilor Davy** reported a meeting on March 6th at TBCC. They had an update on the Scenic Railroad Don Hurd and a signage update from Justin Aufdermauer. They are in the process of identifying a firm to use for the branding project. Dan Briggs is looking into that. At the next meeting they will brainstorm for a community cleanup and a new community event. The Committee will meet on April 10, 2012 at 5:30 p.m. at City Hall.
- c) **Public Works Committee—Councilor Harris** reported the Committee will meet on April 17, 2012. At the last meeting many items were discussed including safety issues, signage, appreciation for the Street Department and their efforts on signs—both the update of the street signs and installation of new neighborhood watch signs. **Councilor Martin** noted that Peace Park was discussed for fencing to eliminate vandalism and driving through. **Councilor Forster** asked about the four-way stop at Fourth and Laurel. **Councilor Harris** said it will be explored.

- d) Beautification Committee—The next meeting is being scheduled.
- e) Personnel Committee—Employee evaluations were discussed at the last meeting about a week ago. The next meeting set for April 16, 2012 at 10:00 a.m.
- f) Community Development Block Grant—City Manager Wyntergreen noted that the CBDG grant writing workshop will be held on April 12, 2012 at 10:00 a.m. Holden Creek Group will reschedule their meeting that was in conflict.

XVI. AUTHORIZATION TO PAY BILLS

The Finance Committee had reviewed the current bills prepared for payment. A copy of the voucher register is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills approved by the Committee. Councilor Sandusky seconded. Motion carried unanimously by Council seated. Bills were paid in the following total amount:**

GENERAL CHECKING ACCOUNT

Special Batch 03/07/2012	Check #31971-31972	\$	1923.68
Special Batch 03/12/2012	Check #31973-31974	\$	399.00
Special Batch 03/14/2012	Checks #31975	\$	330,000.00
A/P Batch 03/19/2012	Checks #31976-32053	\$	167,131.51

XVII. ADJOURNMENT

There being no further business, **Mayor Weber** adjourned the meeting at **9:45 p.m.**

Minutes approved by:

Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho, City Recorder Date

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Minutes approved by:

Suzanne Weber April 2, 2012
Suzanne Weber, Mayor Date

Minutes submitted by:

Abigail Donowho, 4/2/12
Abigail Donowho, City Recorder Date